



JOB DESCRIPTION

Position Title: **Senior Planner**

Work Area: **Economic Development**

Class Code: 5303

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work with responsibility for technical assignments for Economic Development projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provides input in initiating and promulgating programs and procedures needed to implement programs as described in the work plan. Provides input in recommending the establishment, abolition, or revision of ordinances, rules, regulations, capital improvement schedules, and other implementation methods for Economic Development and County activities.

Prepares and presents written and oral presentations and reports for the Board of County Commissioners, other government officials, community, and other special interest groups and individuals. Represents the County on committees and study teams as designated by the Board of County Commissioners.

Implements and participates in developing and reviewing research, analysis, and interpretation of data. Performs review of Economic Development proposals.

Provides input in conferring and coordinating with civic leaders, government officials, industrialists, educators, financiers, citizens and other interested groups, in order to ascertain factual basis for planning projects and studies as needed.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of principles and practices as applied to the collection of planning data and in the preparation of comprehensive planning reports and studies. Knowledge of local, state, and federal regulations pertaining to city and county planning issues, grants, and program development. Knowledge of statistics, graphics, and basic research methods employed in assimilating, compiling, evaluating, and presenting information and recommendations.

Ability to develop, plan, and participate in research and planning projects. Ability to analyze and interpret complex data, present information, ideas, and, recommendations both orally and in writing. Ability to establish and maintain working relationships with agencies, groups, and individuals associated with economic development issues. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Planning or Public Administration, and one (1) year of local governmental experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.